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15 November 1961

MEMORANDUM FOR: Acting Director of Security
 FROM : Deputy Director of Security (Investigations and Operational Support)
 SUBJECT : Clearances Procedures (Tidy-up Program)

1. In conformance with Col. Edwards instructions on 19 September 1961 in connection with the Office of Security "tidy-up program", the following action has been completed as a result of meetings held between Ch/PSD/PPS and Ch/ID/IOS.
 - a) Effective 30 October 1961 PSD/PPS assumed responsibility for the handling of all clearance action in Staff Agent type cases.
 - b) Effective 30 October 1961 PSD/PPS assumed responsibility for the handling of all clearance action in Contract Employee-Type B cases. It was agreed that in true agent type cases, even though the subject will be a contract employee, the clearance action will be handled by ID/IOS.
2. As directed by Col. Edwards, discussions were also held concerning the general field of the handling of clearances for liaison purposes. As a result of these discussions, it is recommended that Employees Activities Branch/PSD be designed to handle all clearances for liaison purposes, whether such liaison occurs domestically or overseas. It will be incumbent upon EAB to insure that the use is truly a liaison use and not an operational use, particularly in cases originating overseas.
3. Discussions are still pending concerning the transfer to Security Records Division/IOS of the Outside Agency Name Checks (OANC) program.

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